



JOB DESCRIPTION

JOB TITLE: Community Engagement Coordinator

FTE: 1.0

LAST UPDATE: April 2025

SALARY: \$44,557 annually

REPORTS TO: Executive Director

Empower House provides transformative community health services, youth development programs and advocacy opportunities that empower women and girls of color. Empower House envisions a world where all women and girls are empowered to transform themselves, their families, and their communities.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their professional and volunteer experiences to our mission. Our organizational philosophy is based on understanding how sexism, racism, and other forms of oppression intersect, preventing women and girls from attaining their full potential. Women, people of color, LGBTQ and gender non-binary individuals are strongly encouraged to apply.

Position Summary

The Community Engagement Coordinator works in collaboration with Empower House development and programs teams to create and implement an intentional and cohesive brand communication and engagement strategy that will increase EHSA's reach, annual revenue, and volunteer engagement.

RESPONSIBILITIES

Communications

- Collaborate with all Empower House departments to ensure that content is aligned with development and evolution of initiatives and strategies.
- Maintain relevant and up-to-date content on EHSA website (using Elementor for WordPress) including managing weekly event and workshop postings, uploading new podcast episodes for Empower House Radio, managing the Empower House website email account, and creating new webpages as needed.
- Manage content on EHSA social media channels (Instagram, Facebook, TikTok, YouTube); including, but not limited to, cover photos, profile pictures, comments, DMs, etc.
- Write press releases for events and announcements and send out to major media channels. Establish and grow relationships with news reporters and other media personnel.
- Create and send newsletters, eblasts, and text messaging for outreach, fundraising, and other important announcements.
- Design and implement social media strategy to align with program, fundraising, advocacy, and organizational goals.
- Provide accurate translations of all promotional materials from English to Spanish.
- Stay up to date with current technologies and trends in social media, design tools and applications.
- Develop other communications pieces as needed (i.e. promotional videos- to include recording and editing videos)
- Create and order physical assets and other marketing materials, such as brochures, posters, swag, flyers, etc.
- Prepare outreach materials: Including assembling outreach bags for community events.
- Document events with photo and video for promotional and archival purposes.
- Generate reports on outreach and social media engagement
- Share branding best practices with EHSA staff.

Advocacy

- Attend and organize community advocacy events as EHSA's representative.
- Cultivate strong community centered advocacy presence on social media channels.
- Keep staff abreast of local policy that impacts our communities and our work.
- Participate in community engagement coalitions and engage in partnerships with other nonprofit organizations to discuss best practices.

Development

- Collaborate with Grants and Development Officer to organize community events and fundraising pop-up events.
- Collaborate with Grants and Development Officer on signature fundraising events including creating relevant collateral and social media campaigns.

Qualifications

- Uphold the Empower House's values of Solidarity, Empathy, Collaboration and Creativity.
- Demonstrates a willingness to cooperate and add to a positive team dynamic
- Bachelor's degree
- Experience with Elementor for WordPress
- Experience managing social media
- Experience with design using Canva
- Experience with written communication including press releases, newsletters, blogs, etc.
- Excellent verbal and written communication skills with exceptional attention to details
- Ability to establish and maintain collaborative relationships with a variety of diverse communities and organizational stakeholders.
- Demonstrate proficiency in computer skills
- Strong organizational skills
- Evidence of successfully planning and organizing work with short- and long-term timeframes.
- Must have the ability to thrive in a flexible, fast paced growth-oriented environment

To apply, send resumes and cover letter to marisa@empowerhousesa.org with "Empower House Community Engagement Coordinator Application" in the subject line

EHSA provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. EHSA will provide reasonable accommodations for qualified individuals with disabilities.

